

Report Card PILOT

Point-of-Contact (POC)
Mark Entry Guide
eSIS v 10.1
Version 1

Updated on: January 12, 2009



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Overview

For the remainder of SY 2008/09 (2nd, 3rd and 4th terms), select schools will have the option to capture elementary student marks in DC STARS and generate electronic report cards for elementary students. Elementary schools and Education Campuses can take part in this pilot and have their teachers enter elementary report card marks directly into DC STARS.

Objective

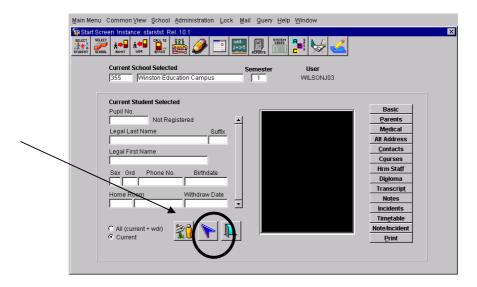
The purpose of this guide is to assist the users with entering Elementary School student marks into DCSTARS. This will allow the schools to produce electronic report cards for each student.



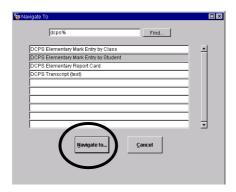
Entering Marks for a Student

At the end of a marking period, marks will be entered into DC STARS for every student. The point-of-contacts have the ability to enter marks in each subject area and skill levels for every student. Follow these simple steps to enter the marks in DC STARS:

1. Select the blue **Navigation** button. This will open the **Navigate To** window.



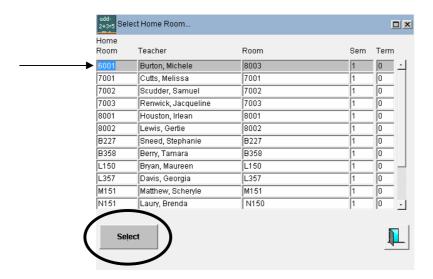
2. In the Navigate to window, type **dcps**% in the find field, and select the **Find** button. This will list all modules beginning with DCPS.



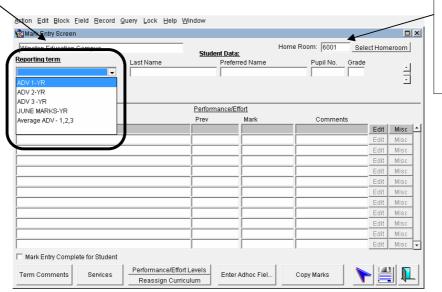
3. Select the DCPS Elementary Mark Entry by Student by clicking the title, and select the **Navigate to** button.



2. In the **Select Home Room** window, select the homeroom teacher by clicking on the homeroom name, and click the **Select** button



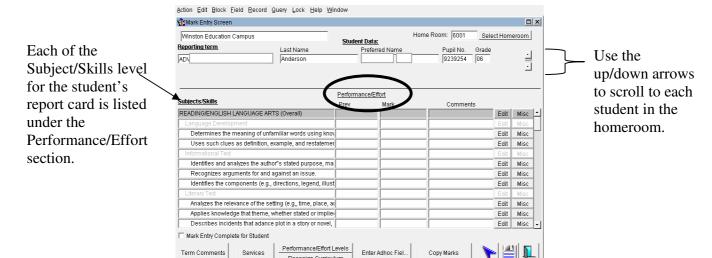
3. In the Mark Entry Screen, use the dropdown menu to select the **Reporting Term** for entering marks.



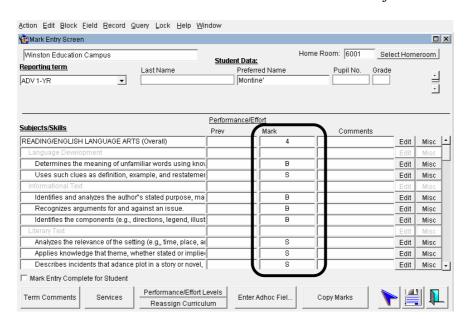
NOTE: The selected Home Room is displayed.



The name of the first student in the homeroom will appear in alphabetical order.



4. Enter the student's mark in the Mark column for each Subject/Skill level.

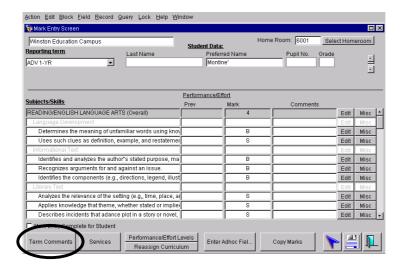




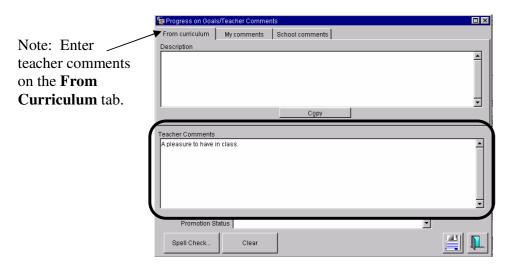
- 5. If the user inserts an invalid mark, an *Invalid Mark* message will appear at the lower left corner of the screen.
- 6. Select the **Save** button to save your work.

Entering Comments for a Student

7. To enter student comments, click the **Term Comments** button.



8. Type the student comments in the **Teacher Comments** free-form text field.



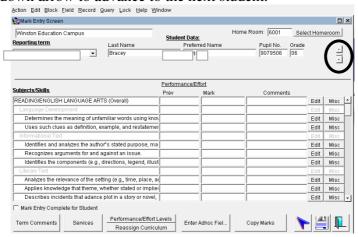
- 8.1 Click the **Save** button to save the comments.
- 8.2 Click the door to return to the Mark Entry screen.



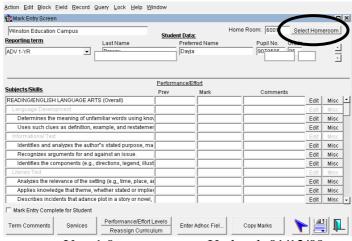
11. After all entries (marks and comments) are entered for a student's report card, check the **Mark Entry Complete for Student** checkbox and click the Save button to save your work.



12. Use the down arrow to advance to the next student.



- 13. Repeat steps 4-12 until all of the students have received marks/comments for the Reporting Term.
- 14. After all marks are entered for each student, select the next homeroom by clicking the **Select Homeroom** button. This will open the **Select Home Room** window (as shown in step 2). Repeat steps 2-14 until all homerooms are complete.

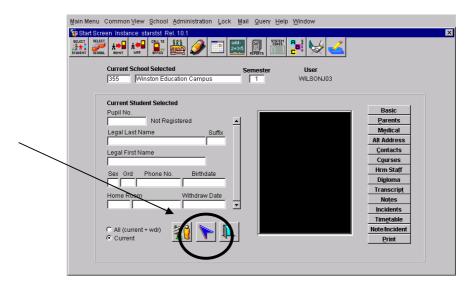




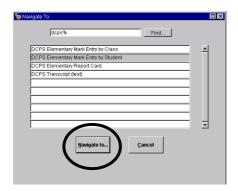
Entering Marks by Class

Entering marks by class gives the user the ability to enter marks for each student in the homeroom at one time for each <u>subject or skill area</u>. Follow these simple steps to enter the marks for each student in a class.

1. Select the blue **Navigation** button. This will open the **Navigate To** window.



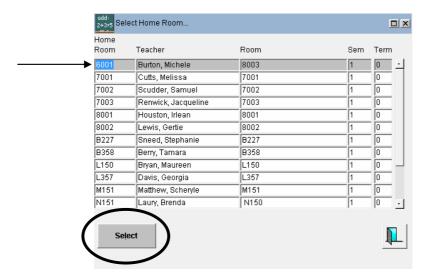
2. In the Navigate to window, type **dcps**% in the find field, and select the **Find** button. This will list all modules beginning with DCPS.



3. Select the DCPS Elementary Mark Entry by Student by clicking the title, and select the **Navigate to** button.



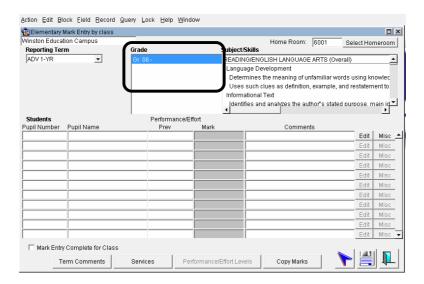
4. In the **Select Home Room** window, select the homeroom teacher by clicking on the homeroom name, and click the **Select** button to open the Elementary Mark Entry by Class screen.



5. In the Elementary Mark Entry by Class screen, use the dropdown menu to select the Reporting Term for entering marks. *NOTE*: The selected Home Action Edit Block Field Record Query Lock Help Window Room is displayed. 📆 Elementary Mark Entry by class Home Room: 6001 Select Homeroom Reporting Term Grade Subject/Skills Gr ∩6 ⋅ Undefined Mode ADV 3 -YR JUNE MARKS-YR werage ADV - 1,2,3 Performance/Effort Comments Edit Misc ____ Edit Misc Edit Misc Mark Entry Complete for Class Term Comments Performance/Effort Levels Services

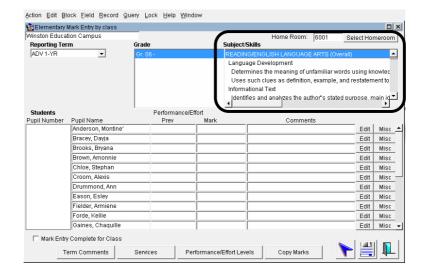


6. Select the grade level of the homeroom in the **Grade** column.



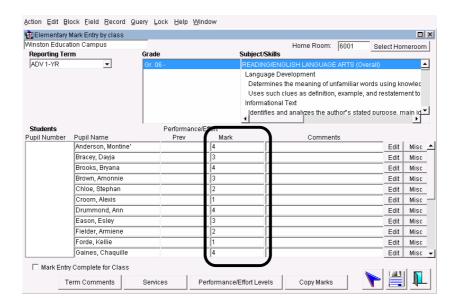
After selecting the grade level, a list of subject/skill entries will populate the **Subject/Skills** section.

7. Select the **Subject/Skill** for entering marks for each student in the selected homeroom. The list of students' names and pupil number will appear.





8. Enter each student's mark in the **Mark** column for the selected **Subject/Skill** area.



If the user inserts an invalid mark, an *Invalid Mark* message will appear.

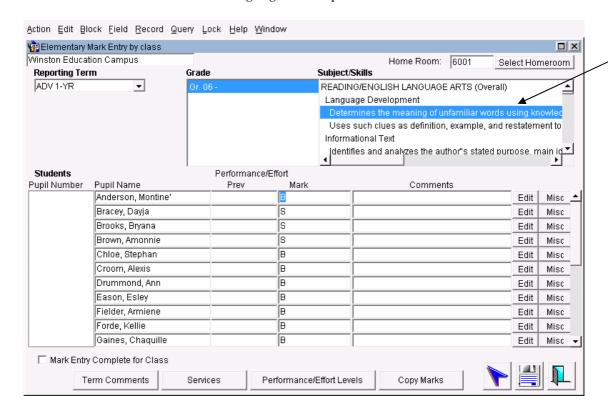


Select **OK** and proceed to enter the correct letter/number mark for the students.

- 9. Select the **Save** button to save your work.
- 10. Select the next **Subject/Skills** area for entry of marks by clicking on the next description.



Note: Under READING/ENGLISH LANGUAGE ARTS (Overall), there are numerous skill levels under Language Development.

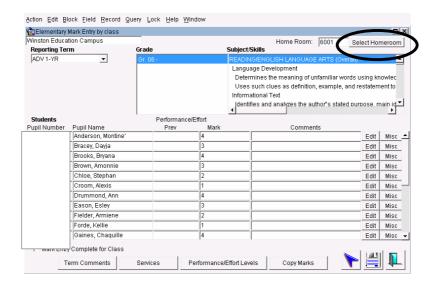


- 11. Repeat steps 8-9 until all of the marks are entered for each student per Subject/Skill level.
- 12. After all marks for the class are entered in the **Subject/Skills** section, check the **Mark Entry Complete for Student** checkbox and click the Save button to save your work.





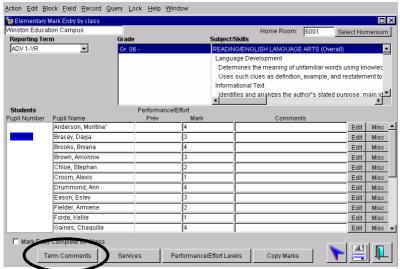
Select the next homeroom by clicking the **Select Homeroom** button.



This will open the Select Home Room window. Repeat steps 4-12 until mark entries for all homerooms are complete.

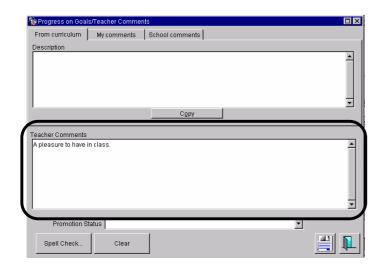
Entering Comments

13. To enter a comment for each student, click the student's pupil number (this ensures that the correct comment will be entered for the selected student) and select the **Term Comments** button.





14. Type the student comments in the **Teacher Comments** free-form text field.

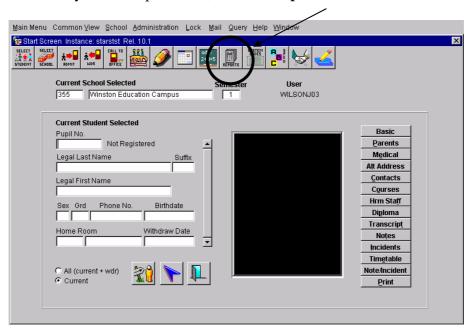


- 11.1 Click the **Save** button to save the student comments and
- 11.2. Click the door to return to the Mark Entry screen.
- 15. From the **DCPS Elementary Mark Entry by Class** screen, select a different student by clicking the pupil number and continue entering Teacher Comments.
- 16. Select **Term Comments** as discussed in Step 13, and repeat steps 13-16 until all teacher comments are entered for each student.

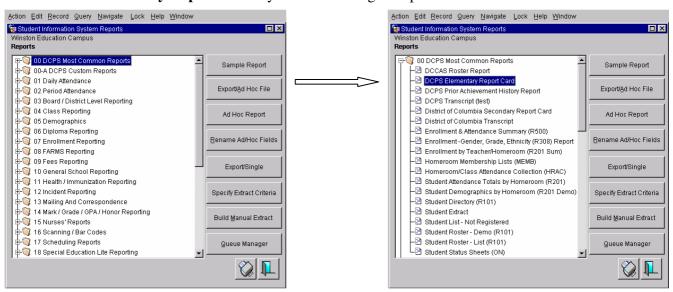


Printing Report Cards

To print Elementary School report cards, click the **Reports** button.



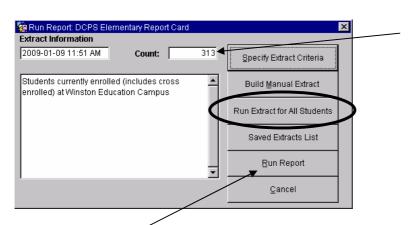
In the reports window, expand the **00 DCPS Most Common Reports** folder and select **DCPS Elementary Report Card** by double clicking the option.





The Run Report window will appear.

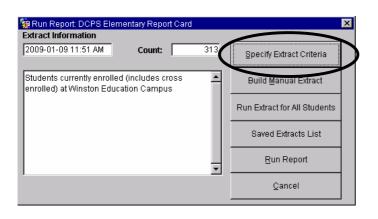
<u>FOR ELEMENTARY SCHOOLS</u>: Click the **Run Extract for All Students** button to retrieve a count for all students.



The total count of students within the school will be generated in the **Count** window.

Click the **Run Report** button to begin the process of creating Elementary Report Cards for all students.

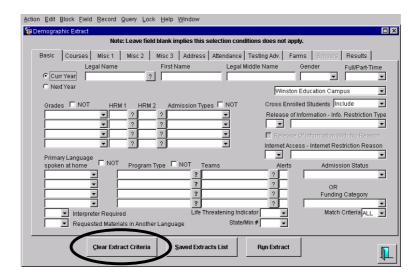
<u>FOR EDUCATION CAMPUS</u>: Click the **Specify Extract Criteria** button to ONLY select elementary grade students.



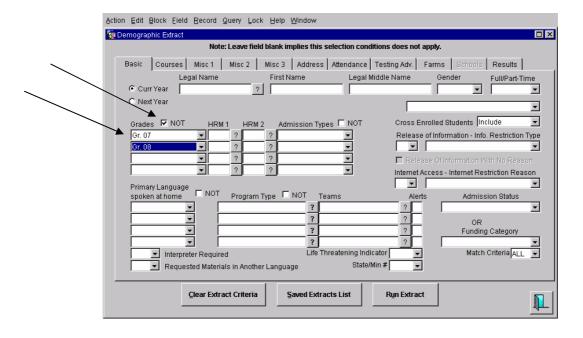
The Demographic Extract window will appear.



In the Demographic Extract, click the **Clear Extract Criteria** button to reset any previous queries.



Check the **NOT** checkbox to disregard students in the middle grades during the query. Use the **Grades** dropdown menu to select all of the middle grade levels. By using the NOT checkbox and Grades selection, DC STARS will only use your lower grade levels for running report cards.

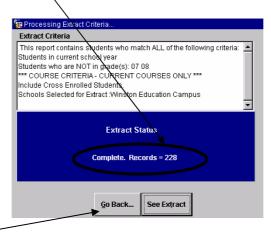




Select the Run Extract Run Extract

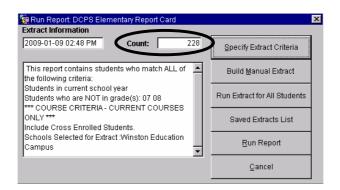
button.

The **Processing Extract Criteria** window will appear with a count of all of your elementary grade students.



Click the **Go Back** button to return to the Demographic Extract window, and click the door ...

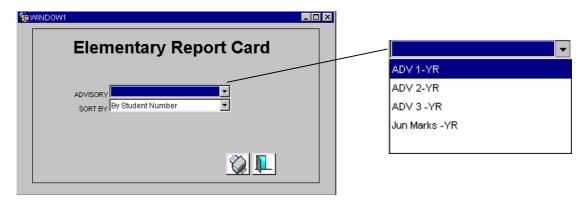
Notice the new count number is reflected in the Count field of the Run Report window.



Click the **Run Report** button to begin the process of creating Elementary Report Cards for the specified students.



For Elementary and EC: In the Elementary Report Card window, click the drop down menu for and select the appropriate Advisory.



Click the Printer icon to print the report cards for all students.



Sample report card printed from DC STARS

DISTRICT OF COLUMBIA PUBLIC SCHOOLS 3RD GRADE REPORT CARD SY 2008

Student Name: Alarcon, Julian Student ID#: 9210441



Winston Education Campus

Teacher: Aymar, Palmyra

- For Overall Progress in Subject Area

 4 = Exceeds the Standard (Advanced): Student takes initiative to exceed the standard; consistently produces excellent work, applying skills/concepts correctly; shows creativity and insight.

 3 = Meets the Standard (Proficient): Student produces work that meets the standard; frequently produces work of high quality; applies skills/concepts correctly.

 2 = Approaches the Standard (Basic): Student shows a basic working knowledge of skills/concepts; produces satisfactory work; usually applies skills/concepts correctly.

- Does not Meet the Standard (Below Basic): Student does not show basic working knowledge of skills/concepts; seldom produces work of satisfactory quality.

For Skills/Expectations Within Subject Area
S = Secure D = Developing B = Beginning N = Not Introduced

Advisory	1st	2nd	3rd	4th	Advisory	1st	2nd	3rd	4th
READING/ENGLISH LANGUAGE ARTS OVERALL)	4				numbers to at least 10,000; demonstrates an understanding of the values of the digits.				
anguage Development					Uses multiplication and division fact families to				
dentifies the meaning of common prefixes and uffixes (e.g., un-, re-, in-, dis-, -ful, -ly, -less) and knows how they change the meaning of root	s				understand the inverse relationship of these two operations and to compare and check results (e.g., because $3 \times 8 = 24$, we know that $24 \div 3 = 8$).	N			
vords (e.g., happy/unhappy, tell/retell).		_			Uses concrete objects and visual models to add and subtract common fractions (halves, thirds,	D			
dentifies roots of words.	D	_			fourths, sixths, and eighths) with like denominators.				
tecognizes that some words and phrases have oth a literal and non-literal meaning.	N				Knows multiplication facts through 10 x 10 and related division facts (e.g., 9 x 8 = 72 and 72 ÷ 9 = 8). Use these facts to solve related problems (e.g., 3x5 is related to 3x50).	-			
ses context of the sentence to determine the	В					D			
vith multiple meanings.		_	1		Patterns, Relations, and Algebra				
Beginning Reading Applies knowledge of common spelling patterns to lead words in decodable text.	s				Determines values of variables in simple equations involving addition, subtraction, or multiplication (e.g., 4106 ¿ ¿= 37, 5 = O + 3, and O ¿ ¿ = 3).	D			
Reads aloud from familiar prose and poetry with		-			Geometry				
uency and appropriate rhythm, pacing, expression, and intonation relevant to the text.	В				Compares and analyzes attributes and other features (e.g., number and shape of sides, faces,				
Informational Text				corners, right angles) of two-dimensional	D				
dentifies the purpose or main point and supporting letails in text.	s				geometric shapes, especially the attributes of triangles.				
dentifies the facts given in a text.	D				Measurement				
dentifies and uses knowledge of common textual eatures to make predictions about content.	В				Estimates and finds area and perimeter of a rectangle and triangle using diagrams, models and grids or by measuring.	В			
ises information from text and text features to etermine the sequence of activities needed to arry out a procedure.	N				Carries out simple unit conversions within a system of measurement such as hours to minutes and cents to dollars (e.g., 1 hour = 60 minutes).	В			
iterary Text					Data Analysis, Statistics, and Probability				
orms questions about a text and locate acts/details to answer those questions.	s				Classifies outcomes as certain, likely, unlikely, or impossible.	N			
dentifies the elements of stories (problem, solution, haracter, and setting) and analyzes how major events lead from problem to solution.	N				Records possible outcomes for a simple event using concrete objects (e.g., tossing a coin).	N			
Vriting					SCIENCE (OVERALL)	3			
Vrites up information on a topic of choice (e.g., an initial) initial	D				Constructs relevant questions and conducts careful investigations while using appropriate tools.	D			
ensible order, and sufficient supporting detail. Vrites a friendly letter complete with date,				-	Observes, demonstrates, and discusses how science and technology impact each other.	В			
alutation, body, closing, and signature.	В				Describes and demonstrates that objects in the sky	N			
nglish Language Conventions					move in regular and predictable patterns.	IN	\vdash		
Demonstrates understanding of and uses complete leclarative, interrogative, imperative, and	D				Describes and demonstrates that energy takes many forms and has many sources.	N			
xclamatory sentences correctly in writing and peaking.		١			Demonstrates and explains that plants and animals can be classified according to the physical	В			
MATHEMATICS (OVERALL)	4	Т			characteristics that they share.				
lumber Sense and Operations					Compares and recognizes that plants and animals have predictable life cycles.	D			
xhibits an understanding of the base 10 number	s	1	1	1	Explains that humans have a variety of	s			